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ABSTRACT

This document is one of the 5 sections of the Data Element Dictionary developed as part of the WICHE Management Information Systems (MIS) Program. The elements in this section apply to both the current and historical data concerning facilities. The purpose of the WICHE MIS Program is to make it possible to derive data which will be truly comparable for interinstitutional comparisons, while allowing institutional autonomy in such matters as coding and file structure. One of the major purposes of this section of the Dictionary is to obtain longitudinal data depicting changes in characteristics over a period of time. The criteria for inclusion of data elements are: (1) necessary for completion of Higher Education General Information Survey (HEGIS); (2) likely to be needed for the Student Flow Model, cost exchange procedures, and the Resource Requirements for Prediction Model; (3) necessary to link operational files together for the derivation of information; and (4) basic to institutional record keeping. The categories of facilities-related elements are: facility elements and room elements. To define each element the Dictionary provides: a number, title, description, and comments needed for further clarification. The anticipated utility of each element is indicated. After review of this edition, a second is planned. (AF)

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. . . to increase educational opportunities for westerners.
. . . to expand the supply of specialized manpower in the West.
. . . to help universities and colleges improve both their programs and their management.
. . . to inform the public about the needs of higher education.

The WICHE Management Information Systems Program was proposed by state coordinating agencies and colleges and universities in the West to be under the aegis of the Western Interstate Commission for Higher Education. The MIS Program proposes in summary:

To design, develop, and encourage the implementation of management information systems and data bases including common data elements in institutions and agencies of higher education that will:

- provide improved information to higher education administration at all levels.
- facilitate exchange of comparable data among institutions.
- facilitate reporting of comparable information at the state and national levels.

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DATA ELEMENT DICTIONARY: FACILITIES

A Technical Report Concerning Facilities Related Data Elements in the WICHE Management Information Systems Program

FIRST EDITION

Technical Report 9

Prepared by

Charles R. Thomas

in cooperation with

Members of the Data Elements Task Force

The WICHE Management Information Systems Program is supported by the U. S. Office of Education, Bureau of Research, Division of Higher Education Research.

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DATA ELEMENT DICTIONARY

Facilities Related Elements Section

FIRST EDITION

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INTRODUCTION

This document is the first edition of the Facilities Related Elements Section of the DATA ELEMENT DICTIONARY developed as part of the WICHE Management Information Systems Program. The elements in this section apply to both current and historical data concerning Facilities.

The foundation of the WICHE MIS Program will be a body of uniform data elements which all participating institutions will use to some degree in building their data base. Compatibility of information exchanged across institutional lines can be achieved only with uniformity of the data elements from which all subsequent data and information will be derived. Hence, identification of the discrete data elements which will be incorporated in the data bases of institutions participating in the WICHE MIS Program is an early developmental task of major importance. The Facilities Related Elements Section of the DATA ELEMENT DICTIONARY is the third of five sections which will be included in the total dictionary. In order to place the Facilities Related Elements Section in its proper perspective, all of the DATA ELEMENT DICTIONARY Sections are listed below.

I: Student Related Elements
II: Staff Related Elements
III: Facilities Related Elements
IV: Course Related Elements
V: Finance Related Elements

The preliminary draft of this publication indicated a sixth section dealing with data elements related to major equipment. This section has been incorporated into the Facilities Related Elements Section. The Course Related Elements Section was previously referred to as the Curricular Related Elements Section.

The five sections of the DATA ELEMENT DICTIONARY are not intended to represent specific institutional files. Appendix B contains further comments on file structures.

The Facilities Related Elements Section of the DATA ELEMENT DICTIONARY follows the same format as the previously prepared Student Related Elements Section. The elements in this draft are based, for the most part on two publications:

(1) Higher Education Facilities Classification and Inventory Procedures Manual published by the National Center for Educational Statistics in 1968, and

(2) A draft of the Space Utilization Manual prepared by the Space Utilization Committee of the Association of the Executive Directors of Higher Education Facilities Commissions and the Division of College Facilities, United States Office of Education.

The data element definitions in this draft are compatible with the Higher Education Facilities Classification and Inventory Procedures Manual (HEFCM) and further details and instructions on these data elements can be obtained from that manual. It should be noted that the standard classification of organizational units and subject fields that appears in the HEFCM will, at a later date, be compatible with the HEGIS Taxonomy currently published in a review draft by the National Center for Educational Statistics. Further discussion will be necessary to clarify the distinction between institutional programs and organizational units.

The Facilities Related Data Elements presented in this first edition are not fixed. It is anticipated that as analytical models and formulae are constructed for use in the WICHE Management Information Systems Program, additional data elements may be needed, and some of those now identified may be eliminated from the list. The data element base and the analytical models are inextricably linked together and neither the data base nor the models can be made independent of one another. It is reasonably safe, however, to assume that most of the Facilities Related Elements listed in this first edition will remain in future editions of the DATA ELEMENT DICTIONARY.

This edition of the DATA ELEMENT DICTIONARY presents definitions of data elements important to the development of the WICHE MIS Program. Derived data elements have not been included when the basic elements used to compute the derived element are present. The criteria for inclusion of data elements in this edition are:

1. Necessary for completion of the Higher Education General Informaton Survey (HEGIS).
2. Likely to be needed for Cost Exchange Procedures.
3. Likely to be needed for the Student Flow Model.
4. Likely to be needed for the Resource Requirements Prediction Model.
5. Necessary to link operational files together for the derivation of information.
6. Basic to institutional record keeping.

The Facilities Related Elements identified in this publication are not intended as a complete list of all data elements an institution will need for its management and reporting purposes. Most colleges and universities will have unique management information needs which will require unique data elements. Further, routine operations of institutions will require data elements not included in this Dictionary. No data element dictionary can be expected to provide a list of items which would be

exhaustive in the context of unique data needs of institutions. Therefore, most institutions will be able to identify facilities related data elements, in addition to those listed in the Dictionary, which they would wish to or must collect for their own purposes.

A second edition of the DATA ELEMENT DICTIONARY is planned. This second edition will incorporate changes resulting from (1) reactions by the higher education community to the first edition, (2) early experience with WICHE MIS Models, and (3) additional efforts by the MIS Staff in the area of higher education information systems. The second edition will also be expanded to include technical information such as suggested code structures, detailed category definitions and programming aids.

Dictionary Organization and Format

The Facilities Related Elements identified in this section of the DATA ELEMENT DICTIONARY have been grouped into two categories for convenient examination. The numbers attached to the elements are intended only to facilitate identification and location of the elements and have no implication for standard coding practices. Also, the lettered categories indicated for elements are not intended to imply any coding structures.

The numbering scheme utilized in this draft is as follows:

1. 000-099 FACILITY ELEMENTS
2. 100-199 ROOM ELEMENTS.

Although the DATA ELEMENT DICTIONARY deals with elementary data certain data elements must be appropriately coded to establish a relationship between files for the derivation of data for analytical purposes. These "linking" elements are identified in the comments column of the Dictionary.

In order to define each data element, the Dictionary provides (1) a number, (2) a title, (3) a description and (4) comments needed for further clarification. In addition, the publication indicates the anticipated utility of each element. These indications must be preliminary in this edition since the Cost Exchange Procedures and the Planning Models are not yet completed.

Key to Columns Used in This Dictionary

Number Column -- Number for identification of specific elements with a structure to indicate category, as explained earlier. (The numbers are not intended to be a standard coding scheme).

Title Column -- A brief identification for the data element.

Comments Column -- Additional information as may be needed to further define the data element, justify its inclusion, or identify its relationship to other elements.

USES Columns:

HEGIS -- "X" in this column indicates that this element is needed for the compilation of information for the Higher Education General Information Survey (HEGIS report).

Level III -- Cost Exchange "X" in this column indicates that this element is likely to be needed for exchange of comparable cost information between participating institutions (associated with WICHE MIS Level III participation).

Level IV -- Models "P" in this column indicates that this element is likely to be needed for the WICHE MIS Resource Requirements Prediction Model (RRPM-1)

"F" in this column indicates that this element is likely to be needed for the WICHE MIS Student Flow Model.

"S" in this column indicates that this element is likely to be needed for a future WICHE MIS simulation model.

(This column is associated with WICHE MIS Level IV participation).

DATA ELEMENT DICTIONARY

FACILITIES RELATED ELEMENTS

Data Element Index

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021	Building Levels	18
007	Circulation Area	12
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006	Custodial Area	12
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020	Facility Location	18
002	Facility Name	11
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001	Facility Number	11
016	Facility Ownership	16
019	Functional Suitability	17
004	Gross Area	11
010	Initial Capital Investment	13
017	Initial Occupancy Date	17
008	Mechanical Area	13
014	Moveable Equipment Cost	15
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103	Net Assignable Area, Room	20
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018	Physical Condition	17
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DATA ELEMENT DICTIONARY

FACILITIES RELATED ELEMENTS

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012	Estimated Replacement Value	14
016	Facility Ownership	16
004	Gross Area	11
010	Initial Capital Investment	13
017	Initial Occupancy Date	17
005	Net Assignable Area, Facility	12
103	Net Assignable Area, Room	20
104	Organizational Unit	21
018	Physical Condition	17
105	Program Identification	21
101	Room Number	20
102	Room Type	20

DATA ELEMENT DICTIONARY

FACILITIES RELATED ELEMENTS

Data Element Index

Cost Exchange (Level III)

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106	Actual Stations	21
011	Additional Capital	13
012	Estimated Replacement Value	14
016	Facility Ownership	16
019	Functional Suitability	17
004	Gross Area	11
010	Initial Capital Investment	13
017	Initial Occupancy Date	17
014	Moveable Equipment Cost	15
005	Net Assignable Area, Facility	12
103	Net Assignable Area, Room	20
018	Physical Condition	17
105	Program Identification	21
101	Room Number	20
102	Room Type	20
015	Site Acquisition and/or Development Costs	15

DATA ELEMENT DICTIONARY

FACILITIES RELATED ELEMENTS

Data Element Index

Models (Level IV)

Number	Name	Model	Page
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106	Actual Stations	P	21
011	Additional Capital	P	13
007	Circulation Area	S	12
009	Construction Area	S	13
006	Custodial Area	S	12
012	Estimated Replacement Value	P	14
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008	Mechanical Area	S	13
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103	Net Assignable Area, Room	P	20
104	Organizational Unit	P	21
018	Physical Condition	P	17
105	Program Identification	P	21
101	Room Number	P	20
102	Room Type	P	20
015	Site Acquisition and/or Development Costs	P	15
107	Station Design Capacity	P	22

NUMBER	TITLE	DESCRIPTION	COMMENT	USES		
				HEGIS	LEVEL III COST EXCHANGE	LEVEL IV MODELS
001	Facility Number	A unique number assigned to each facility in the inventory.	Example: The building number in the building inventory is the facility number.			P
002	Facility Name	Official name for each facility.	Usually maintained in a separate file and used for official report headings.			
003	Facility Name Abbreviation	A standard abbreviation for each facility.	Appears on reports with the number to avoid over-coded reports.			
004	Gross Area	The sum of the floor area (square feet) included within the outside faces of exterior walls for all stories, or areas, which have floor surfaces.	See reference to the Higher Education Facilities Classification and Inventory Procedures Manual (HEFCM) in the Introduction.	X	X	P

FACILITIES RELATED ELEMENTS

NUMBER	TITLE	DESCRIPTION	COMMENT	USES		
				HEGIS	LEVEL III COST EXCHANGE	LEVEL IV MODELS
005	Net Assignable Area, Facility	The sum of the floor areas (square feet) available for assignment to an occupant, except those areas assigned to Custodial, Circulation, Mechanical, and Construction areas.	Refer to HEFCM	X	X	P
006	Custodial Area	The sum of the floor areas (square feet) used for building production, care, maintenance, and operation.	Refer to HEFCM			S
007	Circulation Area	That portion of the gross area (square feet) required for physical access to some subdivision of space.	Refer to HEFCM			S

FACILITIES RELATED ELEMENTS

NUMBER	TITLE	DESCRIPTION	COMMENT	USES		
				HEGIS	LEVEL III COST EXCHANGE	LEVEL IV MODELS
008	Mechanical Area	That portion of the gross area (square feet) designed to house mechanical equipment, utility services, and non-private toilet facilities.	Refer to HEFCM			S
009	Construction Area	That portion of the gross area (square feet) that cannot be used because of the presence of structural features of the facility.	Usually the residual area after all measurable areas have been subtracted from the gross areas.			S
010	Initial Capital Investment	Cost and date of expenditure.	1. Usually maintained to the nearest $1000. 2. Includes fixed equipment. 3. Excludes moveable equipment.	X	X	P
011	Additional Capital	Cost and date of expenditure. Examples such as: a) Rehabilitation b) Additions c) Renovations.	1. Usually maintained to the nearest $1000. 2. Expenditures for additions and renovations should be included.	X	X	P

NUMBER	TITLE	DESCRIPTION	COMMENT	USES		
				HEGIS	LEVEL III COST EXCHANGE	LEVEL IV MODELS
012	Estimated Replacement Value	The estimated replacement cost of this facility with a functionally equivalent structure with the same net assignable area. Dates and Dollars	1. Usually maintained to the nearest $1000 2. May be based on the full insurable value or unit costs for similar current projects 3. Includes fixed but not moveable equipment	X	X	P
013	Acquisition or Construction Cost	Full acquisition cost including completion dates and dollars or Full construction cost including: a) Basic construction contract(s) costs b) Utility and site costs to a point five feet outside the building c) Architectural and engineering expenses d) Professional service costs e) Project supervision and other on site inspection service costs such as surveys, test borings, etc. f) Fixed equipme	These categories of costs are frequently required individually for State and Federal project reporting. Applies to buildings constructed (not acquired) for occupancy after June 30, 1964.		X	P

NUMBER	TITLE	DESCRIPTION	COMMENT	USES		
				HEGIS	LEVEL III COST EXCHANGE	LEVEL IV MODELS
014	Moveable Equipment Cost	Moveable equipment not requiring utility connections, fixed electrical hook-up, etc. Date and Dollars	Laboratory supplies and other expendable items are not included.		X	P
015	Site Acquisition and/or Development Costs	Costs not included in other data elements such as: a) Land acquisition and site clearance costs. b) Utility and site costs beyond five feet of the building c) Landscaping Date and Dollars			X	P

NUMBER	TITLE	DESCRIPTION	COMMENT	USES		
				HEGIS	LEVEL III COST EXCHANGE	LEVEL IV MODELS
016	Facility Ownership	The basis on which a facility is available to the institution categorized as follows: a) Owned by institution or being paid for on an amortization schedule. Includes state building agencies. b) Not owned, but leased or rented to the institution at a typical local rate. c) Not owned, but made available at no cost or a nominal rate. d) Title now vested in a holding company to which payments are being made. Title to ultimately pass to the institution. (Lease-Purchase arrangement.) e) Not owned, but shared with an institution of less than college level. f) Not owned, but shared with another institution of college level.		X	X	

FACILITIES RELATED ELEMENTS

NUMBER	TITLE	DESCRIPTION	COMMENT	USES		
				HEGIS	LEVEL III COST EXCHANGE	LEVEL IV MODELS
017	Initial Occupancy Date	Actual date of first substantive occupancy by the institution.	Dates should be summarized into decades for reporting purposes.	X	X	P
018	Physical Condition	Rating of the physical condition of the facility: a) Satisfactory b) Needs major renovation c) Should be razed.		X	X	P
019	Functional Suitability	Rating of the appropriateness of the facility for the assigned activity: a) Satisfactory b) Needs major renovation or can accomodate other program c) Hopeless for present or future program.			X	P

FACILITIES RELATED ELEMENTS

NUMBER	TITLE	DESCRIPTION	COMMENT	USES		
				HEGIS	LEVEL III COST EXCHANGE	LEVEL IV MODELS
020	Facility Location	A code to locate the facility within the institution and campus: a) Campus or Branch b) Sector c) Grid Coordinates.				S
021	Building Levels	Number of levels in building including basements, sub-basements.	Institutions may wish to maintain more detailed data for such things as civil defense.			

NUMBER	TITLE	DESCRIPTION	COMMENT	USES		
				HEGIS	LEVEL III COST EXCHANGE	LEVEL IV MODELS
022	Structural Type	A combination of codes to designate the construction components in the following categories: a) Wood frame exterior b) Masonry exterior c) Concrete exterior d) Other exterior e) Load bearing walls f) Non-load bearing walls.				
023	Construction Process (or Method)	The method of fabrication: a) On-site fabrication b) Factory fabrication c) Both (a) and (b) above.				

FACILITIES RELATED ELEMENTS

NUMBER	TITLE	DESCRIPTION	COMMENT	USES		
				HEGIS	LEVEL III COST EXCHANGE	LEVEL IV MODELS
101	Room Number	An identifier to uniquely distinquish one room from another.	The facility number is required as a part of the unique room identification.	X	X	P
102	Room Type	A code to classify room types. a) Classroom b) Laboratory c) Office d) Study e) Special-use f) General-use g) Supporting h) Medical care i) Residential j) Pro-rate k) Non-assignable l) Un-assignable.	Specific code structure for this data element with the complete breakdown appears in the Higher Education Facilities Classification Manual (HEFCM) discussed in the introduction. Institutions may wish to maintain records dealing with multiple listings, for example, planned usage.	X	X	P
103	Net Assignable Area, Room	Net assignable square feet in the room.	Measured according to procedures in the HEFCM publication referred to in the introduction.	X	X	P

FACILITIES RELATED ELEMENTS

NUMBER	TITLE	DESCRIPTION	COMMENT	USES		
				HEGIS	LEVEL III COST EXCHANGE	LEVEL IV MODELS
104	Organizational Unit (Department)	Institutional code for the organizational unit to which space is assigned.	This data element should link to the Financial Related Elements and the Course Related Elements.	X		P
105	Program Identification	Standard code for the program to which the space is assigned.	This data element will correspond to the WICHE Program Classification Structure if the institution chooses to associate specific rooms with specific programs.	X	X	P
106	Actual Stations	Number of stations at which people may be assigned.	As specified by the HEFCM publication referred to in the introduction.		X	P

FACILITIES RELATED ELEMENTS

NUMBER	TITLE	DESCRIPTION	COMMENT	USES		
				HEGIS	LEVEL III COST EXCHANGE	LEVEL IV MODELS
107	Station Design Capacity	Number of stations for which room was designed.	Multiple fields may be maintained for design, present usage and for future usage.			P
108	Station Type	A code for the type of station including: a) Chairs 1. Fixed or moveable 2. With or without table arms. b) Table seating c) Stools d) Theater type chairs e) Lab stations f) Mixture of above.	Refer to HEFCM publication for types of rooms to which this applies.			

FACILITIES RELATED ELEMENTS

NUMBER	TITLE	DESCRIPTION	COMMENT	USES		
				HEGIS	LEVEL III COST EXCHANGE	LEVEL IV MODELS
109	Room Accessibility	Room is accessible to those confined to wheel chairs.	Assumes individual can enter from ground level.			

APPENDIX A

Development of the DATA ELEMENT DICTIONARY

All sections of the DATA ELEMENT DICTIONARY were developed in cooperation with the WICHE MIS Data Element Task Force. The members of the Data Element Task Force are listed below:

Name and Position	Institution/agency
Mr. J. Spencer Carlson Director, Office of Student Services	University of Oregon
Mr. Roger M. Emanuel Coordinator, Models and Simulation	University of California
Mr. James Farmer Director, Information Systems	California State Colleges
Dr. Parker Fowler Systems Coordinator	Colorado Commission of Higher Education
Mr. R. Keith Martin Director, Management Systems Department	University of Washington
Dr. Keith Smith (Dec. 1968 to Aug. 1969) Associate Director	Board of Higher Education State of Illinois
Mr. David Nyman (Sep. 1969 - Present) Assistant Director for Data Systems	Board of Higher Education State of Illinois
Mr. George J. Turner Director of Information Systems	University of California

In addition to the efforts of the Data Element Task Force, the WICHE MIS Analytical Studies Task Force also reviewed each section of the DATA ELEMENT DICTIONARY. This group has responsibility for conceptualizing the models and formulae which will use the basic data elements to produce derived data and information important for institutional management. Members of the Analytical Studies Task Force are listed below:

Name and Position	Institution/agency
Dr. Robert Adams Professor of Economics	University of California at Santa Cruz
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Mr. John Keller Director of Analytical Studies	University of California
Dr. Thomas Mason Director of Institutional Research	University of Colorado
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Mr. James Ryan Vice President for Planning and Budgeting	University of Washington
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Each section of the DATA ELEMENT DICTIONARY was published and distributed in preliminary draft form. The fourteen participating states held reviews of the preliminary draft with institutions in their state. The state representatives then met for a regional review to summarize comments

on the Dictionary. The fourteen state representatives for the regional review of the Facilities Related Elements Section were:

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APPENDIX B

Comments on File Structure

Some educators have expressed concern that the development and widespread use of uniform data systems will destroy institutional autonomy with regard to coding and file structure. The WICHE MIS Program is designed to allow institutional autonomy in such matters and, at the same time, to make it possible to derive data which will be truly comparable for interinstitutional comparisons. WICHE has published a technical report entitled, "Concepts Underlying Compatibility[1]," which specifically speaks to this point.

In so far as this section of the DATA ELEMENT DICTIONARY is concerned, the elements are listed without reference to how they should be stored in a data system. No attempt has been made to define standard codes, field formats, or file structures, and the listing of items in this section of the Dictionary is in no way meant to imply that these elements necessarily must be kept in a specific file.

The major purpose of collecting some of the data elements included in this section of the Dictionary is to obtain longitudinal data depicting changes in characteristics over a period of time. For this reason, several of the elements will have to be stored in historical files as updated versions of the elements are collected. The precise method of storage for such historical data is considered by WICHE to be an institutional prerogative. It is only necessary that institutions participating at the various levels be able to produce the required longitudinal data when the need arises.

The WICHE MIS Program anticipates further publications dealing with suggested code structures and file formats to aid institutions on the threshold of the development of data systems.

[1]Dr. Ben Lawrence, "The Concepts Underlying Compatibility in the WICHE Management Information Systems Program," Compatible Management Information Systems. Boulder, Colorado: Western Interstate Commission for Higher Education May, 1969.